

ALL PURPOSE CHECKLIST		PAGE 1 OF 1 PAGES		
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA		OPR	DATE	
Shelter In-Place Guidelines		CEX	25 Jan 2012	
NO.	ITEM <i>(Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)</i>	YES	NO	N/A
<p style="text-align: center;"><b>Shelter In Place Guidelines</b></p> <ol style="list-style-type: none"> <li>1. Follow this guide as a checklist.</li> <li>2. Upon notification, alert and direct all personnel in the building to Shelter In-Place.</li> <li>3. Shut and secure all windows and lock exterior doors.</li> <li>4. Post the "Shelter In-Place" sign on the door facing out.</li> <li>5. Remove the plastic provided in the kit and unfold it carefully. Duct tape the plastic to the inside of the exterior door(s) sealing the doors closed.</li> <li>6. If not already mounted in your Shelter In-Place room, take your box and move to your designated Shelter In-Place area.</li> <li>7. If your building has inner doors close the inner doors and duct tape the door seals.</li> <li>8. Turn off all HVAC systems. If unable to do so, turn off all thermostats at a minimum. Pull out your second piece of plastic, cover and all vents that cannot be shut off.</li> <li>9. Turn on radios/McGuire channel AM 1650 or local news to listen for announcements and updates.</li> <li>10. Notify your Unit Control Center and report your status.</li> </ol> <p style="text-align: center;"><b>All Clear Guidelines</b></p> <ol style="list-style-type: none"> <li>1. Once an All Clear is announced, confirm and notify all personnel in your facility that an All Clear has been declared.</li> <li>2. Prepare to dispose of tape and plastic by donning gloves and opening trash bags.</li> <li>3. Carefully, starting with the upper left corner remove the duct tape and plastic from the top of the door. Roll the plastic inwards and down (away from your body) and place into trash bag.</li> <li>4. Remove all duct tape and plastic from the doors and vents and place in trash bag.</li> <li>5. Remove the Shelter In Place Sign and FPCON signs and place in trash bag.</li> <li>6. Unlock and open all doors, windows and vents.</li> <li>7. Contact your Unit Control Center and report your status.</li> <li>8. Turn all thermostats on.</li> <li>9. Wash your hands and face thoroughly.</li> <li>10. Reconstitute your Shelter In Place kit with items needed to be replaced (gloves, trash bags, plastic, duct tape, etc).</li> </ol>				

